**Entering Previous Nine Weeks Final Grades for Transfer Students from within CMCSS**

*In order for semester averages to be calculated correctly, teachers* ***MUST*** *manually enter the final grade for* ***each******nine******weeks*** *the student was enrolled in another class in the district. This must be done for* ***each subject****.*

*\*These grades will be provided to you by the previous teacher.*

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| 1. Open your Powerschool Gradebook |  |
| 2. Click the Subject |  |
| 3. Click on the Scoresheet Tab |  |
| 4. Choose the Reporting Term  *(Example: N1, N2, N3)* |  |
| 5. Look in the Final Grade column  (there should be a dash since the student did not have a final grade in your class) |  |
| 6. Right Click on the dash or on a Mac *(hold down the control key and click).* |  |
| 7. Choose Score Inspector |  |
| 8. Check the box for Manual Override  9. Enter the Final Grade Percentage  10. Be sure to choose the correct letter grade that represents the percentage you entered.  11. Close the box. |  |
| 12. You will now see the letter and number score in the Final Grade section where the dashes used to be. |  |
| 13. Repeat steps 1-12 for EACH nine weeks that the student was NOT in your class but was enrolled in the district. |  |
| 14. Repeat the above PROCEDURE (Steps 1-13) for every SUBJECT for which the student is enrolled. |  |

**Finding Grades for Withdrawn Students**

**\****If a student withdraws from your class and enrolls in another class in the school, you must provide the NEW teacher with the Final Grades for each nine weeks the student was enrolled with you.*

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| 1. Open your gradebook. |  |
| 2. Click on a subject for which you need to find the grade of a student who has left your class. |  |
| 3. Click on Dropped under Student Groups.  4. You will see grades for all students who have dropped. Click on name of the student for which you are finding grades and click on it. Choose Filter Selected from the dropdown at the top of the Student Groups pane. |  |
| You will see the grades for that student only for the Reporting period shown at the top of the spreadsheet. Write down that grade to give to the student’s new teacher. |  |
| 5. Repeat for each subject. |  |
| 6. Change the Reporting term and repeat for each subject for each nine weeks with recorded grades for the student. Be careful to associate the correct grade with the applicable reporting period for the student’s new teacher. |  |